



READ ME Before You Apply for a Child Care License:



- Obtain any vacant and agricultural land owners' and lessee(s') names and addresses within a ¼ mile of the facility.
- ✓ Complete and send in the *Agricultural Land Notification Form* with the license application packet.
- ✓ Send a copy of the Buffer Zone agreement and documentation that the agreement is in the office of the County Recorder as a restrictive covenant running with the title to the land, if applicable.
- Contact the local zoning office to obtain the proper permit, if applicable; licenses are attached to a specific address.
- Obtain the *Installation Permit* for manufactured buildings, if applicable
- Contact DPS to request fingerprint information for the application signatory(ies):

Department of Public Safety
Applicant Clearance Card Team
P.O. Box 18390
Phoenix, AZ 85005
602 223-2279
- Contact the local County Health Department for kitchen plan review, if applicable.
- Schedule to attend a Department-provided New Owner Training and submit a copy of the Certificate of Completion (per R9-5-201.A.5.e.)